

~~CONFIDENTIAL~~**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Appointment of Office and Division Senior Training Officers

**FROM:**Director of Training and Education  
1026 C of C**EXTENSION****NO.**

OTE 85-1216

**DATE**

20 November 1985

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. D/Comptroller  
7C21 Hqs.17. DD/ALA  
3F45 Hqs.2. D/General Counsel  
[redacted]18. D/CPAS  
7F16 Hqs.3. C/Audit Staff  
1201 Key19. DD/OCR  
2E60 Hqs.4. C/SISG/IG  
6E0701 Hqs.20. EXO/OEA  
4F18 Hqs.5. DD/OLL  
7D43 Hqs.21. EXO/EURA  
6G42 Hqs.6. D/PAO  
7B03 Hqs.22. ADD/OGI  
3G03 Hqs.7. DD/OC  
[redacted]23. DD/OIA  
[redacted]8. DD/OF  
1212 Key24. DD/NESA  
6G02 Hqs.9. C/Plans & Mgmt. Staff  
1205 Ames25. EXO/SOVA  
4E58 Hqs.10. DC/C&AG  
2D04 Hqs.26. EXO/OSWR  
5F46 Hqs.11. DD/OL  
[redacted]27. DC/CRES  
3E63 Hqs.12. C/FOD  
1D4054 Hqs.28. DC/ASG  
2G40 Hqs.13. DD/OP  
[redacted]29. DI/STO  
2E42 Hqs.14. C/SEG  
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30. [redacted]

15. EXO/OTE  
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31. [redacted]

FORM 1-79 **610** USE PREVIOUS EDITIONS

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OTE 85-1216  
18 NOV 1985

MEMORANDUM FOR: Senior Division and Office Training Referents

25X1 FROM:

Director of Training and Education

SUBJECT: Appointment of Office and Division Senior Training Officers

1. The IG Report on Training recommended that each Agency office or division appoint a Senior Officer to act as a component referent on office matters relating to training. I heartily endorse this recommendation and am pleased with the officers who have been identified to fill this role (attachment). The IG Report envisioned that you would oversee your component's training matters, including assignment of personnel to appropriate training, look into your component's training needs, and provide feedback to OTE. I believe all of these roles and perhaps others make excellent sense. I invite you to take the initiative in these areas and will take advantage of this avenue from time to time to seek your assistance on matters of mutual interest.

2. OTE is currently conducting several studies to evaluate training courses and assess training needs across the Agency. It would be very useful to have a reaction from those training referents whose components are affected by these studies. As the data are analyzed, we will contact you to set up a date to review the results.

3. Each of your directorates has a Senior Training Officer (STO) who works closely with OTE on administrative and curriculum matters. This initiative is designed to complement the excellent work of the STOs and provide this office and yours with a broader base of information about training. You should also be aware that an Agency Training Steering Committee composed of the ADDs and myself was established earlier this year. This group has had its first meeting to consider Agency-wide training policies and programs.

4. The interaction of OTE with you and the other individuals noted who have cognizance over training should aid in accomplishing the key objective of making training, in its various forms, responsive to the needs of the Agency. I look forward to working with you in this endeavor.

25X1 Attachment

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FROM ATTACHMENT

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(18 November 1985)

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